

POSITION DESCRIPTION

TITLE: Public Property and Streets Supervisor

DEPARTMENTS: Streets, Building & Utilities; and
Public Property and Health Committees

A. JOB DESCRIPTION

The Public Property and Streets Supervisor shall be under the direction of the Council and the Mayor and will report monthly, or as needed to the Streets, Building & Utilities; and Public Property and Health Committees and is responsible for the administration and supervision of City streets and property. Primary duties shall include, but not be limited to, street and storm water maintenance including snow removal, cleaning, and repairs; upkeep of lawns, parks and cemeteries; operation and repair of vehicles and equipment; and the cleaning and maintenance of city facilities.

B. DUTIES AND RESPONSIBILITIES

- 1) Responsible for the maintenance, repair and improvement of all streets, facilities, and property owned or operated by the City.
- 2) Responsible for snow removal, repairs and maintenance to ensure that the streets, and sidewalks are maintained in a safe, and structurally sound and sanitary manner, and to maintain all markings for traffic control painted or placed upon the streets or curbs.
- 3) Responsible for all public structures owned or operated by the City including but not limited to general maintenance, landscaping, janitorial services, security and safety for the upkeep of all public property owned or operated by the City.
- 4) Responsible for the maintenance, repair and rehabilitation, of the storm and surface water management system, and to coordinate related activities with interested municipalities and interested parties.
- 5) Responsible for overseeing the refuse collection, source reduction, recycling, landfill operations, street sweeping, and long-term resource recovery and disposal activities of the refuse enterprise.
- 6) Responsible for the City Garage and administer a preventative maintenance program for vehicles and equipment, including keeping operating records of all motorized equipment used or operated by the Public Works Department.

- 7) Annually review and update of capital improvement program for all streets, buildings and property owned or operated by the City and report to the City Council
- 8) Maintain grass, flower beds, trees, parks, cemeteries, and parking lots in a safe and aesthetic manner; and to maintain trees adjacent to electric power lines in order to minimize electrical outages caused by tree limbs.
- 9) Inspect construction work done by or for the City and require compliance with all contracts made in connection therewith.
- 10) Assign space, maintenance of the buildings, and the recommendation of such rules and regulations as are proper for the efficient use of the facilities.
- 11) Perform such other duties as may be required.

C. QUALIFICATIONS

- 1) Must have a High School degree or the equivalent
- 2) Must have good computer skills.
- 3) Must have and maintain a Commercial Driver's License.
- 4) Must have and maintain a Valid State of Wisconsin Driver's License
- 5) Must be able to work independently and multi-task projects.
- 6) Must be able to operate and repair an assortment of equipment and vehicles.
- 7) Must have good communication skills with the ability to interact with the general public and to present written and oral reports to the City Council.
- 8) General knowledge or experience of employee and labor relations.
- 9) General knowledge or experience in reviewing and contracting services.
- 10) General knowledge or experience in management, planning and budgeting.
- 11) Previous public works, engineering, mechanical, or construction experience a plus.

D. PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to stand, sit, and climb or balance. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. A valid State of Wisconsin Drivers License and Commercial Drivers License are also required.

Examples of Specific Duties

- Brush pick up once each month
- Operate and maintain Recycling Center
- Empty garbage cans up town and in parks
- Put barricades up when needed
- Clean out city garage for events
- Change flags at City Hall and Cemetery
- Rake stones and sticks
- Reseed ground from snow plowing
- Clean toilets at Parks
- Miscellaneous maintenance at City Hall and Public Library
- Mow City Hall ground, parks, Willow Court boulevard, High School boulevard, cemeteries, fire station, well property, water tower, libraries, and roadsides
- Fix pot holes in roads
- Replace dirt around fire hydrants when replaced
- Help with setup of City Events
- Seed down graves and replace dirt when settling occurs
- Trim trees along streets and at cemeteries
- Replace street sign and stop signs
- Replace shoulder area on streets where needed
- Put gravel on North Street
- Weed trim at cemetery, parks, City Hall, library, fire station, and water tower
- Spray weeds at parks, fire station, City Hall, alleys, parking lots and along streets
- Keep catch basins free to debris
- Sweep streets
- Paint markings on streets and curbs
- Assist Water and Sewer Department when needed
- Assist Police Department when needed
- Plow snow off City streets and sidewalks
- Salt streets when needed
- Plow snow from church parking lots, landfill road, fire station, Industrial Park driveway, City Hall drive, and City parking lot
- Attend meetings as necessary to inform and advise Council
- Contracts and leasing – advise Council
- Maintain cooling and heating systems
- Put up Seasonal Displays
- Oversee equipment maintenance and repair
- Update and execute safety program(s)
- Maintain and repair storm sewer
- Maintain and repair City owned streetlights